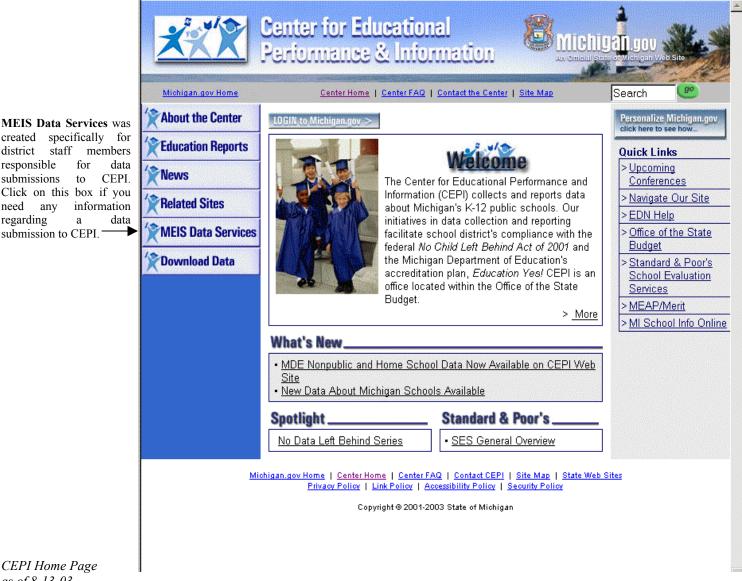# Tips for using the CEPI Web site:
www.michigan.gov/cepi

The purpose of this document is to assist district staff members with using the Center for Educational Performance and Information (CEPI) Web site.

We encourage all district staff members to refer to the CEPI Web site for information about any data submission throughout the school year. Updates, new data manuals, help features, etc., are posted regularly in the MEIS Data Services section of the site.

Information about CEPI, our reports, news, related sites, and data services can be accessed from the home page:

CEPI Home Page (www.michigan.gov/cepi)

MEIS Data Services was created specifically for district staff members responsible for data submissions to CEPI. Click on this box if you need any information regarding a data submission to CEPI.

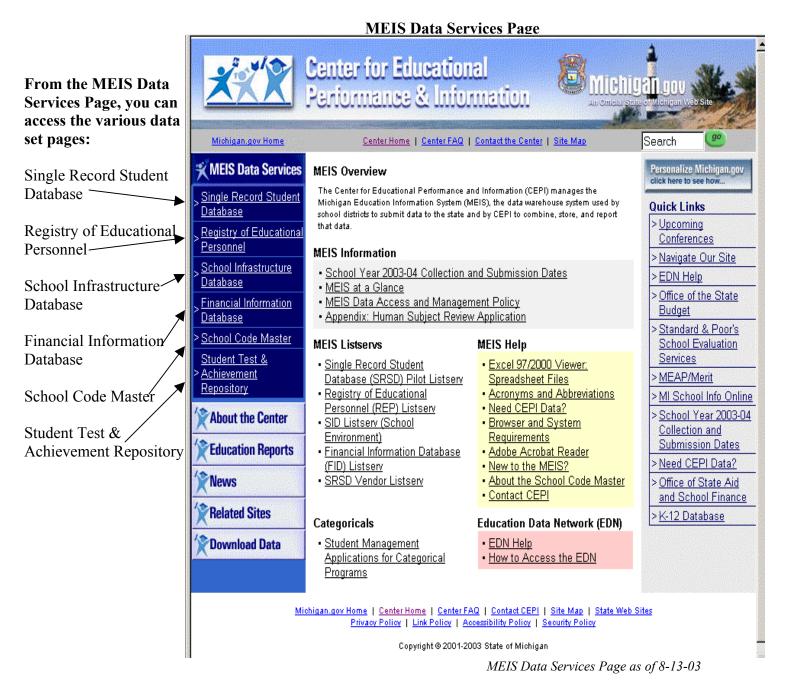*CEPI Home Page*
as of 8-13-03

MEIS Data Services

The MEIS Data Services page contains information about submission dates for all of the data sets collected by CEPI, the various data set listservs, help features, and access to the EDN and other non-CEPI applications. We recommend that you bookmark and refer to this page regularly, even if you bookmark any of the other data set pages.

MEIS Data Services Page

From the MEIS Data Services Page, you can access the various data set pages:

Single Record Student Database

Registry of Educational Personnel

School Infrastructure Database

Financial Information Database

School Code Master

Student Test & Achievement Repository

MEIS Data Services Page as of 8-13-03

SRSD Page

This is an example of one of the data set pages, specifically the Single Record Student Database (SRSD) page. In addition to a brief data set overview, each data set page hosts several features:

SRSD Page

Current SRSD Submission – This box contains updated information specific to each submission cycle.

SRSD Help – This box contains FAQs and other helpful information.

SRSD Data Manual – This box contains the current data manual (field descriptions and background information).

SRSD Page as of 8-13-03

Upload SRSD Data to CEPI – This box contains applications and upload functions for submitting your data.

Preview SRSD Data Manual – This box contains the data manual that will be used for the next collection cycle, so that districts and vendors can make any necessary changes in advance of the collection cycle.